Exercise Guide

For

PY310 – Payroll Maintainer

Table of Contents

	Course Title:	Payroll Maintainer
	Functional Area:	Human Resources
	Sub Area:	Payroll

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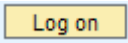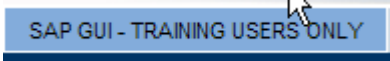North Carolina
Office of the State Controller

Exercise 2.1: Log on to SAP

Scenario

You need to log on to SAP to start your work day.

Instructions

NOTE: In class you will use the NCID and password supplied by your instructor to access the training system. When you log on at work you will use your NCID and password to access the production system.

1. Assume you have already booted up your computer and logged on Windows.

2. Enter your NCID and password into the appropriate fields.

3. Click Log on .

4. Click the SAP GUI - TRAINING USERS ONLY tab.

5. Choose the client designated by your instructor. These choices are found in the training system, not in the production system.

E1T 801   E1T 807

E1T 802   E1T 808

E1T 803   E1T 809

E1T 804   E1T 810
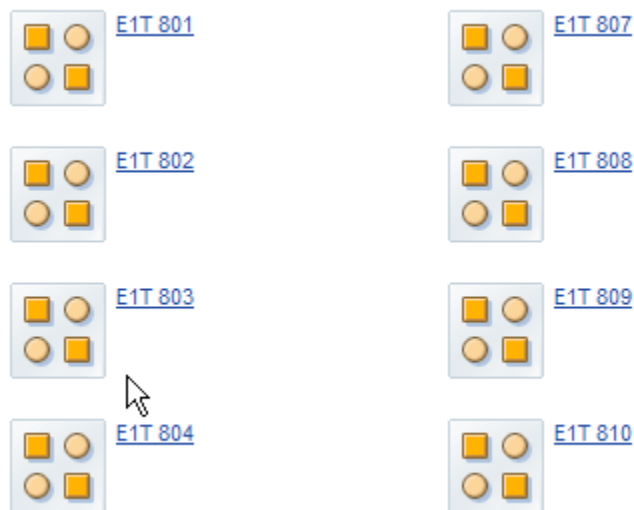
6. Maximize the Easy Access menu.

Questions

Answer the following question.

Question 1

What three things do you need to log on SAP?

This exercise is complete.

	Course Title:	*Payroll Maintainer*
	Functional Area:	*Human Resources*
	Sub Area:	*Payroll*

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Exercise 2.2: Display HR Master Data

Scenario

You have a Personnel Number and need to display other information about this employee.

Instructions

1. In the Command field, enter **PA20** and click [icon]. The Display HR Master Data screen is displayed.

2. Enter *80001039* in the **Personnel No.** field.

3. Click [icon] to validate your entry and display the information. The employee information is displayed in the Overview Area.

Questions

Answer the following questions.

Question 1

What is the name of the employee?

A.

Question 2

What is this employee's Personnel Area?

A.

This exercise is complete.

	Course Title:	Payroll Maintainer
	Functional Area:	Human Resources
	Sub Area:	Payroll

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Exercise 2.3: Search HR Master Data

Scenario

You need to retrieve information for Maureen Ahmed.

Instructions

1. In the Command field, enter **PA20** and click . The Display HR Master Data screen is displayed. (**NOTE**: If the Object Manager is not displayed, click Settings>Show Object Manager to display it.)

2. Click **Collective search help** in the Object Manager.

3. Complete the following fields:

Field	Value
Last name	Enter **Ahm***.
First name	Leave blank

4. Click .

5. Find Maureen Ahmed in the list.

6. Questions

Answer the following questions.

Question 1

What is her personnel number?

A.

- -

Question 2

What employee group is assigned to her record?

A:

- -

This exercise is complete.

	Course Title:	*Payroll Maintainer*
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	Sub Area:	*Payroll*

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Exercise 3.1: Maintain Bank Details PA30 (IT0009)

Scenario

Jay Lee from your agency submitted a voided check to have his deposit changed to a different account with SECU. You have told him that it is best to make these changes effective on the first of the month. You also told him not to close the old account until he sees one paycheck go into the new account.

Instructions

Follow along with the Business Process Procedure (BPP) to complete the exercise scenario in the system. Use the Create button to set up the new account.

Field	Value
Personnel No.	See **Data Specific Data Sheet**
Start Date	First day of the next month
Bank Details Type	Main Bank
Bank Key	253177049 (State Employees Credit Union, Raleigh, NC)
Bank Account	1234567890
Bank Control Key	01
Payment Method	P

Questions

Answer the following questions.

Question 1

From where is the bank account information obtained?

A.

- -

Question 2

What function was used to insert the new bank information for the employee?

      A. Create

      B. Copy

      C. Change

      D. Delimit

A.

- -

Exercise 3.2: Maintain Recurring Payments/Deductions PA30 (IT0014)

Scenario

Steve Lewis's new work location requires a recurring parking deduction in the amount of $15.00 to be added to his record.

Instructions

Follow along with the Business Process Procedure (BPP) to complete the exercise scenario in the system.

Field	Value
Personnel No.	See **Data Specific Data Sheet**
Start	Tomorrow's date
Wage Type	#Parking DOA PT
Amount	$15.00

Questions

Answer the following questions.

Question 1

What is the wage type used for this deduction?

A.

Question 2

What function was used to insert the recurring deduction for the employee?

     A. Create

     B. Copy

     C. Change

     D. Delimit

A.

Exercise 3.3: Maintain Additional Payments PA30 (IT0015)

Scenario

Thomas McGregor has received a $100 mentor pay award. You will use PA30 and IT0015 to add the additional payment.

Instructions

Use the Business Process Procedure (BPP) to complete the exercise scenario.

Field	Value
Employee	See **Data Specific Data Sheet**
Wage Type	Mentor Pay
Amount	100.00
Date of origin	Tomorrow's date

Questions

Answer the following questions.

Question 1

What wage type was used for the this additional payment

    A.

Question 2

What function was used to insert the one-time deduction for the employee?

    A. Create

    B. Copy

    C. Change

    D. Delimit

A.

Exercise 3.4: Display Garnishments PA30 (IT0194, IT0195)

Scenario

Thomas Mcgregor has called to inquire about the garnishment payments currently being deducted from his pay.

Instructions

Use the Business Process Procedure (BPP) to complete the exercise scenario. You will use PA 20 and IT0194 and IT0195 to find the information.

Field	Value
Personnel Number	Search for Thomas McGregor01
Infotype	0194, 0195

Questions

Answer the following questions.

Question 1

What are the initial amounts of the garnishments?

A.

Question 2

What types of garnishments were ordered?

A.

Question 3

What is the balance left on this debt?

A.

Exercise 5.1: Display Payroll Results (PC_PAYRESULT)

Scenario

You need to look at payroll results for Ervin Santiago, Jay Lee, and Steven Lewis.

Instructions

1. Start from the **Easy Access Menu**. In the Command field, enter **PC_PAYRESULT** and click 🗸. The **Display payroll results** screen is displayed.

2. Click 🗗 next to the Personnel number field to enter a multiple selection. The **Multiple Selection for Personnel number** pop up displays.

3. Click 🗗 in the first single value field.

4. Complete the following fields:

Field	Value
Last name	Enter *san**.
First name	Enter *erv**

5. Click 🗸.

6. Choose Ervin from the list and click 🗸

7. Click 🗗 in the next open single value field.

8. Complete the following fields:

Field	Value
Last name	Enter *lee**.
First name	Enter *jay**

9. Click 🗸.

10. Choose Jay from the list and click 🗸.

11. Click 🗗 in the next open personnel number field.

12. Complete the following fields:

Field	Value
Last name	Enter *lew**.
First name	Enter *ste**

13. Click 🗸.

14. Choose Steven from the list and click ✔.

15. Click 🕐 return to the Display payroll results screen with the three employees names and numbers. (**NOTE:** Only the first number in your list is shown.)

16. Click ✅ to display the names in the selection area of the screen.

17. Double click Ervin Santiago from the list on the left side of the screen. His Payroll Results information will display on the right.

18. Select the row (Pmt date 04/30/08) and click 👓 to display the list of tables.

19. Click the WPBP Table row and click 👓 to display the information.

20. Click ⬅ to go back one screen.

21. Click the RT Table row and click 👓 to display the information.

22. Press the back arrow to go back one screen.

23. Click ⬅ to go back one screen.

Questions

Answer the following questions.

Question 1

Display Jay Lee's April 08 pay information and look at the RT table. What were his total gross wages?

A.

This exercise is complete.

Last changed on: V3_072208
File Name: PY310
Last changed by: sc
Page: 12 of 16

Walkthrough 5.2: Wage Type Reporter – S_PH9_46000172

Scenario

You need to answer some agency-specific questions regarding retroactive payroll changes based on timesheet changes.

Instructions

1. Start from the **Easy Access Menu**. In the Command field, enter **S_PH9_46000172** and click ![icon]. The **Wage Type Reporter** screen is displayed.

2. Click ![icon] to get the list of variants.

3. Clear any previous data in the Created by field.

4. Click ![icon] to obtain the list of available variants.

5. Clear any previous data in the Created by field.

6. Click ![icon] to obtain the list of available variants.

7. Select the variant with the Short Descriptions **HR_CH:Wage Type Capitulation**.

8. Complete the following fields:

Field	Value
Personnel Area	4601
Payroll Area	01 (in the Payroll Period area of the screen)
Period Selection	Select *Other Period* from the list.
Payroll Period/Payroll Year	04 2008

9. Click ![icon] to run the report.

Questions

Answer the following questions:

Question 1

What is the total amount of wage type 1000 (Regular Salary) for personnel area NC01 (7-day norm)?

A.

Question 2

What is the total amount of wage type 196 (Retirement Eligible Wages) for Personnel area NC04 (7-day El/Ap)?
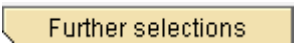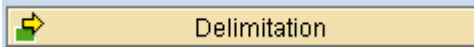
A.

This exercise is complete.

Instructor Demonstration 5.3: Payroll Journal – PC00_M10_CLJN

Scenario

You need to answer some agency-specific questions regarding retroactive pay changes based on timesheet changes.

Instructions

1. Start from the **Easy Access Menu**. In the Command field, enter **PC00_M10_CLJN** and click ![icon]. The **Payroll Journal** screen is displayed.

2. Click ![icon] to get the list of variants.

3. Select the variant **ZPROD-MONTHLY**

4. The Payroll Area field will default to 01 (Monthly).

5. Select Other Period, Type 04 2008 in the Other Period fields.

6. Click [**Further selections**]. The Choose Selections screen will display.

7. Select Personnel Number, Business Area, and Payroll Area under the Selections Fields Column. Use the arrow to push to the left.

8. Click ![icon].

9. Type 4601 (Cultural Resources) in the Personnel Area field.

10. Clear the box next to Print Only Totals Sheets.

11. Click [➡ **Delimitation**]. The Set Delimitation Sequence screen will display.

12. Select Company Code and Personnel Subarea under the Possible Delimitation Criteria Column.

13. Use the arrow to push to the right. Click ![icon]. The Options screen is displayed.

14. Verify the Options screen and click ![icon].

15. Click ![icon] to run the report.

Questions

Answer the following questions:

Question 1

What personnel subareas are displayed on the report?

    A.

Question 2

What is the total for personnel area Total Gross Wages.?

    A.

This exercise is complete.